


**County of San Bernardino
Department of Behavioral Health**

Notice of Medical Information Policy

Effective Date 9/18/06
Approval Date 9/18/06



Allan Rawland, Director

Policy

It is the Policy of the Department of Behavioral Health (DBH) that all Alcohol and Drug Services (ADS) contract agencies and clinical staff working in DBH ADS clinics and Co-Occurring Disorder clinics must have their good physical health verified by an annual health screening, including a test for tuberculosis, performed under licensed medical supervision (Title 9, section 10564(c)(1) of the California Code of Regulations). The annual Notice of Medical Evaluation (NME), which is used to verify their health status, shall be maintained and available for review at the San Bernardino County Center for Employee Health and Wellness.

Rationale

The state requires that Alcohol and Drug Services staff complete an annual health screening to which the state auditors have access. **Civil Code 56.20(a)** requires each employer who receives medical information to establish appropriate procedures to ensure the confidentiality and protection from unauthorized use and disclosure of that information. **Title 9, section 10565(c) of the California Code of Regulations** permits the medical records to be filed in a central administrative location, provided the records are available to the state upon request.

Background

The county has gone through great lengths to remove medical information from the personnel files of individual employees held by various departments. DBH has established procedures to safeguard the personnel files of staff, while still ensuring, upon request, the NME is available for the mandated annual review. (See [Notice of Medical Information Procedure](#)).

Consequences of Violations

If the annual Notice of Medical Evaluation (NME) and Tuberculosis (TB) screening is not obtained, DBH will take disciplinary action consistent with the County Personnel Rules which could lead to termination.

Forms

Forms or information on The Notice of Medical Evaluation (NME) and Tuberculosis screening may be obtained by contacting the San Bernardino County Center for Employee Health and Wellness at (909) 580-1701.

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**Related
Policies**

Civil Code 56.20 & 56.11, Alcohol and Other Drug Program Certification Standards; Title 9, section 10564(c)(1) and (2) and section 10565(b) of the California Code of Regulations (C.C.R.).
